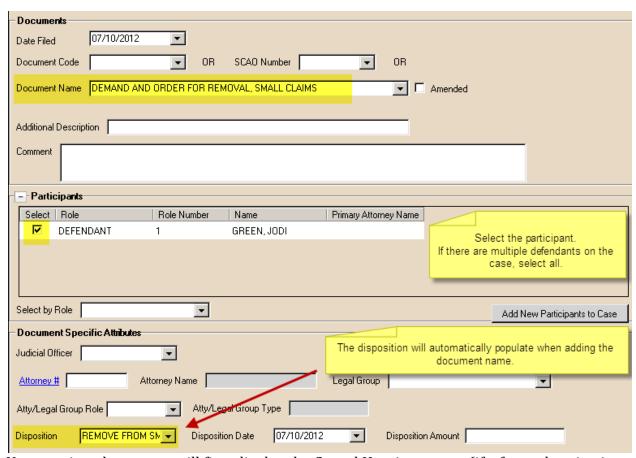


# Michigan Court System Transfer Case

This documentation describes how to transfer a Small Claims case to a General Civil case.

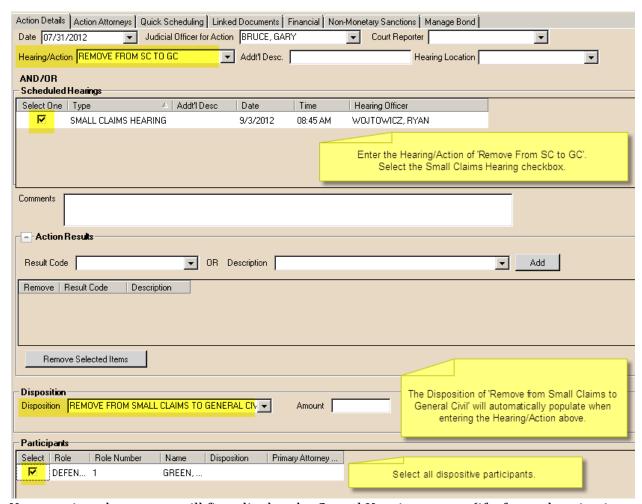
The Transfer Case screen can be accessed by:

#### **Add Document**



Upon saving, the system will first display the Cancel Hearing screen (if a future hearing is scheduled) and then display the Transfer Case screen.

#### **Add Action**



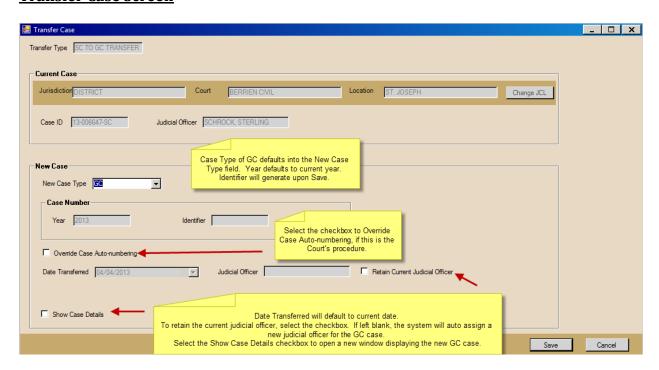
Upon saving, the system will first display the Cancel Hearing screen (if a future hearing is scheduled) and then display the Transfer Case screen.

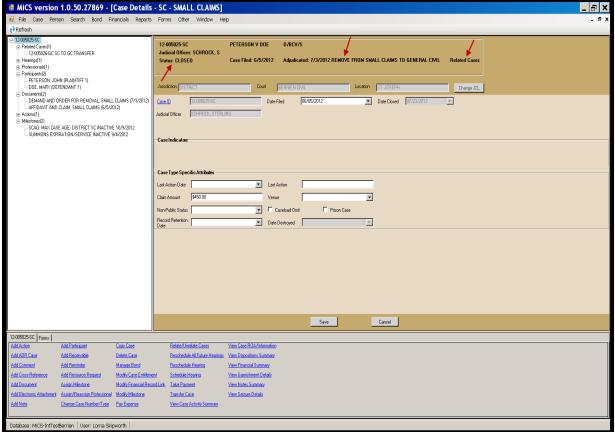
### **Transfer Case Action Link**



The 'Transfer Case' action link can also be used at the bottom of a Case Details screen to transfer a case, once a disposition of 'Remove from Small Claims to General Civil' has been entered.

## **Transfer Case Screen**

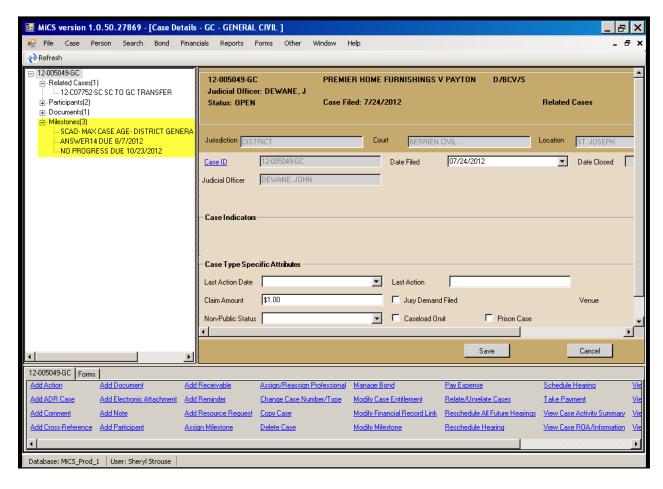




- After saving the Transfer Case screen, the case header on the Small Claims case will
  contain an indicator of 'Related Cases' and an adjudication of 'Remove from Small
  Claims to General Civil'.
- The case status on the Small Claims case is Closed.
- The tree will show a Related Cases node and will expand to display the General Civil case number.

### **New General Civil Case:**

- General Civil case will also have a 'Related Case' indicator in the Case Header, as well as a 'Related Case' node in the tree.
- The tree will show the originating document on the new General Civil case as 'Demand and Order for Removal, Small Claims' associated to the defendant(s).
- Milestones will be created on the new General Civil case.



After a Small Claims case has been transferred, if a user attempts to perform any activity on the Small Claims case, a validation message will display indicating that the case has been transferred and ask if they want to continue. The user can press 'Yes' and proceed with activity on the Small Claims case if necessary.